

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 300—General

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### PART 300-3--GLOSSARY OF TERMS

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<b>§ 300-3.1</b>	<b>What does the term “actual expense” mean?</b>	Actual expense means the payment of authorized actual expenses incurred.
<b>§ 300-3.2</b>	<b>What is an “actual subsistence expense allowance (ASEA)”?</b>	An allowance which allows the payment of actual expenses for all subsistence expenses.

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§ 300-3.3	<b>What is an “approved accommodation”?</b>	An “approved accommodation” is any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <a href="http://www.usfa.fema.gov/hotel/index.htm">http://www.usfa.fema.gov/hotel/index.htm</a> .
§ 300-3.4	<b>What are “automated-teller machine (ATM) services”?</b>	Automated-Teller-Machine (ATM) services are Government contractor provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor issued charge card.
§ 300-3.5	<b>What is a “common carrier”?</b>	A “common carrier” is a private-sector supplier of air, rail or bus transportation.
§ 300-3.6	<b>What is a “conference”?</b>	A “conference” is a meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.
§ 300-3.7	<b>What does CONUS mean?</b>	CONUS means the Continental United States (CONUS). CONUS comprises the 48 contiguous States and the District of Columbia.
§ 300-3.8	<b>What is a “contract passenger transportation service”?</b>	A “contract passenger transportation service” is a U.S. certificated air carrier which is under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.
§ 300-3.9	<b>What is an “employee with a disability”?</b>	<p>An “employee with a disability” is :</p> <p>(a) An employee who has a disability as defined in paragraph (b) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, et. seq.);</p> <p>(b) “Disability,” with respect to an employee, means:</p> <ol style="list-style-type: none"><li>(1) Having a physical or mental impairment that substantially limits one or more major life activities;</li><li>(2) Having a record of such an impairment;</li><li>(3) Being regarded as having such an impairment; but</li><li>(4) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.</li></ol>

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(c) “Physical or mental impairment” means:

- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
- (2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).
- (3) The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.

(d) “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(e) “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(f) “Is regarded as having such an impairment” means the employee has:

- (1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;
- (2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or
- (3) None of the impairments defined under “physical or mental impairment”, but is treated by the employing agency as having a substantially limiting impairment.

### § 300-3.10

**What is “extended stay travel”?**

“Extended stay travel” is travel which involves:

- (a) The temporary duty assignment which lasts 31 calendar days or more; or
- (b) The temporary duty assignment involves a training which lasts 16 class days or more.

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§ 300-3.11	<b>What is a “fixed rate per diem”?</b>	“Fixed rate per diem” is a method of paying per diem for official travel where the employee receives a fixed amount to cover both lodging costs and meals and incidental expenses (M&IE).
§ 300-3.12	<b>What is a “foreign air carrier”?</b>	A “foreign air carrier” is an air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102.
§ 300-3.13	<b>What is a “foreign area”?</b>	A “foreign area” is any area outside CONUS, including the Trust Territories of the Pacific Islands, which is not considered a non-foreign area.
§ 300-3.14	<b>What is a “Government aircraft”?</b>	A “Government aircraft” is any aircraft owned, leased, chartered or rented and operated by an executive agency.
§ 300-3.15	<b>What is a “Government contractor-issued individually billed charge card”?</b>	A “Government contractor-issued individually billed charge card” is a Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.
§ 300-3.16	<b>What is a “Government furnished automobile”?</b>	A “Government-furnished automobile” is an automobile (or “light truck,” as defined in 41 CFR 101-38 including vans and pickup trucks) that is: (a) owned by an agency, (b) assigned or dispatched to an agency from the GSA Interagency Fleet Management System, or (c) leased by the Government for a period of 60 days or longer from a commercial source.
§ 300-3.17	<b>What is a “Government furnished vehicle”?</b>	A “Government-furnished vehicle” is a Government-furnished automobile or a Government aircraft.
§ 300-3.18	<b>What is a “Government Transportation Request (GTR)”?</b>	A “Government Transportation Request (GTR)” (Standard Form 1169) is a Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.
§ 300-3.19	<b>What is an “interviewee”?</b>	An “interviewee” is an individual who is being considered for employment by an agency. The individual may currently be a Government employee.
§ 300-3.20	<b>What is “invitational travel”?</b>	Invitational travel is authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

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§ 300-3.21	<b>What is the “lodgings-plus” per diem system?</b>	Lodgings-plus per diem system is the method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.
§ 300-3.22	<b>What is a “non-foreign area”?</b>	Non-foreign area means the United States, the District of Columbia, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).
§ 300-3.23	<b>What is a “per diem allowance”?</b>	A per diem allowance is a daily payment instead of reimbursement for actual subsistence expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.
§ 300-3.24	<b>What is a “place of public accommodation”?</b>	<p>A “place of public accommodation” is any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:</p> <ul style="list-style-type: none"><li>(a) An establishment owned by the Federal Government;</li><li>(b) An establishment treated as an apartment building by State or local law or regulation; or</li><li>(c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.</li></ul>
§ 300-3.25	<b>What is a “post of duty”?</b>	A “post of duty” is an official station outside CONUS.
§ 300-3.26	<b>What is a “privately owned automobile”?</b>	A “privately owned automobile” is a car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.
§ 300-3.27	<b>What is a “privately owned vehicle (POV)”?</b>	Privately Owned Vehicle (POV)--Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business
§ 300-3.28	<b>What is a “special conveyance”?</b>	A “special conveyance” is a commercially rented or hired vehicle other than a privately owned vehicle and other than those owned or under contract to an agency.

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§ 300-3.29	<b>What are “subsistence expenses”?</b>	<p>Subsistence expenses includes the following:</p> <ul style="list-style-type: none"><li>(a) Lodging costs, including expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.</li><li>(b) Meals expenses, including breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).</li><li>(c) Incidental expenses.<ul style="list-style-type: none"><li>(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;</li><li>(2) Laundry, cleaning and pressing of clothing;</li><li>(3) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and</li><li>(4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.</li></ul></li></ul>
§ 300-3.30	<b>What is a “temporary duty location”?</b>	A “temporary duty (TDY) location” is a place, away from an employee's official station, where the employee is authorized to travel
§ 300-3.31	<b>What is “total elapsed time”?</b>	Total elapsed time is the number of scheduled hours from point of origin to destination and includes stopovers.
§ 300-3.32	<b>What is a “travel advance”?</b>	A travel advance is prepayment of estimated travel expenses paid to an employee.

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§ 300-3.33	<b>What is a “travel authorization (order)”?</b>	<p>A travel authorization (order) is written permission to travel on official business. There are three basic types of travel authorizations (orders):</p> <ul style="list-style-type: none"><li>(a) Unlimited open. An authorization allowing an employee to travel for any official purpose without further authorization.</li><li>(b) Limited open. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.</li><li>(c) Trip-by-trip. An authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.</li></ul>
§ 300-3.34	<b>What is a “travel claim (voucher)”?</b>	<p>A travel claim (voucher) is a written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.</p>
§ 300-3.35	<b>What is a “travel management system”?</b>	<p>A travel management system (TMS) is a system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel.</p>